

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
JULY 26, 2006**

COMMITTEE MEMBERS PRESENT: Chairperson Doug Hall, Matt Matteson, David O'Melia, Larry Greschner and Chuck Wickman.

OTHERS PRESENT: Mark Damrau (American Red Cross), Lonna Smith, Michael Fraley, Kevin Schlosser, Ken Kortenhof, Emergency Management Director and Dawn Robinson, Program Assistant.

ABSENT: Clarence Puza and Don Knutson were absent.

CALL TO ORDER

Chairman Hall called the meeting to order at 10:00 a.m. in Community Room of the Oneida County Law Enforcement Center. Chairman Hall further noted that the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law. Chairman Hall noted accommodations would be made for handicap accessibility.

APPROVE AGENDA/MINUTES OF PREVIOUS MEETING

MOTION: To approve the Agenda and allow the Chairman to move around on the agenda (Matteson/Wickman, PASSED).

MOTION: To approve the June 28, 2006 Committee Meeting Minutes (Greschner/Matteson, PASSED).

SET DATE FOR NEXT MEETING

The next meeting was scheduled for August 30, 2006 at 10:00 a.m.

REPORTS FROM SACRED HEART-ST. MARY'S HOSPITAL AND HOWARD YOUNG MEDICAL CENTER

Schlosser provided the amended financial report of Sacred Heart-St. Mary's for the month of May, Exhibit #1 and the financial report of Sacred Heart-St. Mary's for the month of June, Exhibit #2.

May's report was amended due to the problem with revenues and runs.

June's report reflected seven runs under budget and a negative variance in net patient revenue.

The ambulance budget, notifying the Finance Committee of the budget overrun, contingency fund and continuing appropriations account were discussed. It was noted the budget could not cover any big deficits the hospitals may have. The Committee agreed to wait to notify the Finance Committee of the problem until after they (Committee) review July's financial reports.

Schlosser provided the maintenance report of Sacred Heart-St. Mary's for the month of June, Exhibit #3. Schlosser indicated Unit #1's air lift repairs were an after market part

that was not covered under warranty and referred to his conversation with Roberts Repair regarding cam sensors failing while ambulances are responding to a call. It was determined Roberts Repair cannot look for sensor problems ahead of time but is stocking additional cams. Fuel quality was tested and is not an issue.

MOTION: To accept the amended May financial report, the June financial report and the June maintenance report of Sacred Heart-St. Mary's Hospital (Matteson/Greschner, PASSED).

Fraley provided the financial report of Howard Young for the month of June, Exhibit #4. Positive variances are shown in the following: net patient revenue, direct expenses, indirect expenses and gain/loss from operations. There are eleven ambulance calls below budget and seventy-three runs below total budget. Looking into why revenues are high and runs are low.

Fraley provided the maintenance report of Howard Young for the month of June, Exhibit #5. Working with Moritz Tire with alignment issues due to the weight of ambulances.

MOTION: To accept the June financial and maintenance reports of Howard Young Medical Center (Greschner/Wickman, PASSED).

DISCUSS/ACT ON AMBULANCE CONTRACT WITH THE TOWN OF SAINT GERMAIN

Kortenhof met with Town of St. Germain Chairman, Jim Wendt and discussed Medic 5's response. Wendt will look into the Town's options, do some fact finding to find out if they are contracting ambulance service and will talk to Plum Lake's ambulance squad regarding operation of their ambulance service. Based on 2005 information, it would cost St. Germain approximately \$33,000 per year to contract with Oneida County for ambulance service. The Emergency Management Director will update the Committee at the next meeting.

DISCUSS/ACT ON AMBULANCE CONTRACT WITH THE TOWN OF PLUM LAKE

Kortenhof discussed the issue with the Town of Plum Lake Board. The Town Board passed a motion to contract with Oneida for ambulance service for the remainder of 2006. Kortenhof will develop a contract and update the committee at the next Meeting.

HAZMAT TEAM REPORT

The Emergency Management Director provided the HazMat Team Report, Exhibit #6.

Discuss HazMat Service contract with Langlade County:

Langlade County wants to remove their HazMat Team and upgrade their ambulance service to a Paramedic Level. Langlade is exploring the idea of contracting with Oneida County for HazMat Services. The HazMat Chief and the Emergency Management Director met with Langlade County's Public Safety Committee to discuss expectations, etc. The HazMat Chief recommended Langlade keep six trained HazMat personnel with equipment to respond to an incident, if additional resources were request, then

Langlade would contact Oneida. Lengthy HazMat responses and response protocols were discussed. A recommendation would be brought back to the Committee.

DIRECTOR'S REPORT

Discuss/Act on request to assist the State in Development of 2007 Plan of Work:

Kortenhof received a request to assist in development of county directors Plan of Work regarding EPCRA (Emergency Planning & Community Right-to-Know Act) funding and EMPG (Emergency Management Planning Grant) Funding. Assistance would consist of two trips to Madison and teleconference calls. The Committee felt it would be good for the Director to assist the State.

MOTION: To allow the Emergency Management Director to assist the State in Development of 2007 Plan of Work and allow expenses according to Oneida County Code (Hall/Matteson, PASSED).

Discuss/Act on OJA Homeland Security Communication Equipment Grant:

The Director is assisting Towns in applying for radio equipment, the county can apply for programming radio software, and if approved, there would be a 75/25 Match. The grant amount is \$2,302.00. The local responsibility is \$575.00 to be paid for out of the Emergency Management budget. Money has been budgeted and the Director recommends approval.

MOTION: To accept the OJA Homeland Security Communication Equipment Grant (Matteson/Greschner).

Discussion on motion:

There was a question regarding the Town's grant application and the County's. It was explained these are two separate grants.

MOTION: To accept the OJA Homeland Security Communication Equipment Grant (Matteson/Greschner, PASSED).

Update on Emergency Management Institute Training:

The Director has been accepted to EMI (Emergency Management Institute) in Emmitsburg, Maryland, Finance has approved the out-of-state training request and the Director is scheduled to leave on September 10th and return on September 15th.

Update on County Public Safety Radio System:

The County was successful at the BOA (Board of Adjustment) to construct a tower in the Willow area. Now, a CUP (Conditional Use Permit) would have to be completed and equipment RFP's (Request for Proposals) are being sent. At this time, the county is unable to put the appropriate equipment on WXPR's Tower (tower is not strong enough to hold county equipment). Waiting to find out if equipment listed on RFP's comes back lighter in weight.

Discuss Special Needs Sheltering/Crisis Counseling Project:

Emergency Management has been working with Social Services, The Human Service Center and Public Health on this project. The Emergency Management Director introduced Mark Damrau (Director of Emergency Services for the American Red Cross) and explained special needs citizens are not sheltered by the Red Cross in the event of a disaster. The Director indicated there is a Special Needs Meeting today to identify special needs groups and address how-to open a shelter.

The Director reminded the Committee of the October 10th Public Health Exercise involving opening the county's EOC (Emergency Operations Center) and asked if Committee members were interested in viewing the EOC once it is set-up. Also, the Director asked if Committee members were interested in visiting the HazMat Building to see upgrades and tour tower sites. Committee members were interested and discussed transportation arrangements. The Director indicated he would place an item on the agenda when appropriate.

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

LEPC met on July 19, 2006 and discussed and/or acted on the following: three probationary HazMat members, NIMS Procedures, EOC (Emergency Operations Center), MABAS (Mutual-Aid Box Alarm System) Exercise, OJA (Office of Justice Assistance) School Grant, OJA Communications Grant, Update on Radio Repeater Project, NEWCOM Project, and Doppler Radar Project. Working with Channel 12 to acquire private funding to get a doppler radar to provide better weather forecasts. The Director will keep the Committee updated.

MONTHLY BUDGET REVIEW

Kortenhof referred to the department's monthly budget, Exhibit #7.

MOTION: To accept the monthly budget review (Matteson/Wickman, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS

Kortenhof provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibit #8.

Three line item transfers: ICS (Incident Command System) Training, NEWCOM/MARC Repeater Program and weather radio purchase.

MOTION: To approve the bills, vouchers, line item transfers and expense voucher summary sheet (Matteson/Wickman, PASSED).

Discuss/Act on Globalstar Blanket Purchase Order:

Globalstar provides service for the satellite phone in the EOC (Emergency Operations Center). Public Health obtained the satellite phone from a grant and the monthly service charge is \$20.59 per month.

There was discussion regarding purchase of helicopter turbo flares for ambulances and the cargo trailer set up for EMS response to a multi casualty incident.

MOTION: To accept the Globalstar Blank Purchase Order (O'Melia/Greschner, PASSED).

PUBLIC COMMENT

No public comment was given.

ITEMS FOR NEXT AGENDA

Develop agenda at Emergency Management Director's discretion.

List the budget on next agenda

ADJOURN

11:10 a.m. MOTION: To adjourn the meeting (O'Melia/Greschner, PASSED).

Doug Hall, Chairman

Dawn Robinson, Program Assistant